

U.S. Department of Labor

Employment and Training Administration
The Curtis Center, Suite 815 East
170 S. Independence Mall West
Philadelphia, PA 19106-3315
(215) 861-5500 Fax: (215) 861-5520



Reply to the Attention of: II TGJ/OSA

December 12, 2004

REGIONAL BULLETIN - JOB CORPS NO. 05-07

TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II CENTER OPERATORS
ALL REGION II PROJECT MANAGERS
MCNEELY, PIGOTT & FOX

SUBJECT: Academics Managers Annual Meeting

1. **Purpose:** To announce the date for the Annual Academics Manager/GED HS workgroup meeting.
2. **Action:** Academics Managers and the High School/GED workgroup members must attend the yearly workgroup meeting scheduled for March 1st 2005.

**Each attendee must register with McNeely, Pigott and Fox
(Attn: Megan Smith) NO LATER THAN January 30, 2005.**

A non-refundable registration fee of \$35.00 is required for all attendees. Please make checks payable to **MP&F**. Mail the registration form (attached) and the registration fee to:

Megan Smith
McNeely Pigott & Fox
611 Commerce Street, Suite 2800
Nashville, TN 37203

For more information, please contact Megan Smith at (615) 259-4000 or msmith@mpf.com.

3. **Attendees:** Training attendees include all DOL Region II Academic Managers as well as staff appointed to the GED/HSD Committee. If your Academic Manager wants to participate in the Reading, Writing, Language Arts and Essay Training on Wednesday and Thursday, a separate registration form and fee is required.

If you are unsure who should attend, please contact your project manager. Additional staff (center or corporate) are welcome to participate if training slots are available. Dress is casual.

4. Location:

The location of the meeting will be:

Inn at the Colonnade
West University Parkway
Baltimore, MD 21218-2306
410-235-5400

A block of rooms has been reserved for the nights of February 28 and March 1st. The room rate is \$133 for single occupancy. All rates are subject to 12.5% state and occupancy taxes.

Inn at the Colonnade
West University Parkway, Baltimore, MD 21218-2306
Tel: 1-410-235-5400 Fax: 1-410-235-5572

The **Inn at the Colonnade** is situated in the heart of one of Baltimore's most fashionable districts. The **Inn at the Colonnade** is across the street from the Johns' Hopkins University campus and less than four miles from the central business district and Inner Harbor. For culture, sports and endless sight-seeing, the Colonnade couldn't be better located.

To drive from the Airport:

17 Miles SW Baltimore/Washington Int'l Airport. Take I-295 toward Baltimore. Pass Camden Yards and turn right on Pratt Street. Go to Calvert St and turn left. Continue for 3 1/2 miles to University Parkway and turn left. The Inn is on the right about 1/4 of mile.

From the North:

Take I-95 or I-83 south to I-695 west. Take exit #23, I-83 south, the Jones Falls Expressway to exit 9A, east on Coldspring Lane. Make a right on Roland Ave. Keep left. Roland turns into University Parkway. The Inn is on the left- directly across from JHU Lacrosse Stadium.

From the South

I-95 north to I-395 downtown. Follow to right on Pratt St. Take a left on Calvert St. Follow north to University Parkway. Turn left to the Inn on the right about 1/4 mile.

Daily Parking Charge: 12.00

Valet Parking Charge: 14.00

Getting to and from the Airport

Bus Service, typical minimum charge is USD 18.00

Courtesy Bus, typical minimum charge is USD 18.00

Limousine, typical minimum charge is USD 50.00

Subway/Rail, typical minimum charge is USD 3.00

Taxi, typical minimum charge is USD 25.00

<http://www.travelto-baltimore.com/accommodations.shtml>

You must register with the hotel NO LATER THAN January 30, 2005. To receive the above room rate, you must identify your affiliation with the **U.S. Department of Labor Conference** meeting when you call.

Meals and hotel accommodations are the responsibility of each attendee. Center operators/partners are to use funds for staff travel already provided in their operating budgets. In all cases, reimbursements will not exceed the limits set forth in the Federal Travel regulations.

5. Agenda:

The meeting will begin at 8:30 a.m. on Tuesday, March 1 at the hotel conference room and conclude at 4:30 p.m. on Tuesday. Travel arrangements should be made accordingly.

In the next few weeks, Academic Managers will be asked for recommended agenda items. Part of the meeting will be spent planning for the implementation of TABE 9 and 10 in July, 2005.

6. Inquiries:

Any questions regarding this bulletin or training should be addressed to Shareefah Reese at (215) 861-5525 or to your designated Government Authorized Representative.

LYNN A. INTREPIDI
Regional Director
Office of Job Corps

Attachment

REGISTRATION FORM
Academic Manager's Meeting
INN AT THE COLONNADE, BALTIMORE, MARYLAND
DUE – January 30, 2005

NAME				
TITLE				
ORGANIZATION				
ADDRESS				
E-MAIL				
PHONE NUMBER				
RECEIPT NEEDED		YES		NO
SPECIAL ACCOMODATIONS NEEDED:				

Training Fee: \$35.00

Make checks payable to MP&F (No refunds)

Mail registration form and fee to:

ATTN: Megan Smith
McNeely Pigott & Fox
611 Commerce Street, Suite 2800
Nashville, TN 37203

You still to need to contact the hotel directly to make your hotel reservations.